



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Program Specialist Trainee [Classified Non-Competitive]</b>			Salary <b>P95 \$42,130.15-\$43,094.15</b>
Posting Number <b>178-15</b>	Position Number <b>937111</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 12/7/15 To: 12/21/15</b>
Location: <b>HIV, STD and TB Services/ Care and Treatment Program 50 East State Street, 3<sup>rd</sup> Floor, Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the supervision of the Coordinator, Care and Treatment Program, learns to conduct on-site evaluations or audits to ensure compliance with regulations and/or contract terms. Learns to conduct research in the identification of appropriate grant/funding sources, and assists in the preparation and writing of grant proposals. Writes grant applications and grant narrative reports, as needed, to meet state and federal standards and requests. Collaborates with fiscal staff to understand DHSTS' programs, goals and financial needs. Provides training in the principles of planning, operating, implementing, monitoring and evaluating service programs designed to meet the needs of the HIV client population. Under supervision, assists in the planning, coordination, implementation and upgrade of existing HIV care standards and measures. Responds to inquiries regarding program activities or requirements. Under general supervision, prepares informational materials including letters, reports, correspondence, and other documents related to HIV Care and Treatment functions and objectives with internal and external stakeholders. Assists in preparing charts, tables, and other graphic representations needed for planning, operation and implementation of HIV Care and Treatment activities using program and fiscal databases. Will be trained to utilize Excel, PPT, Access, SAS and various other information systems used by the the department, division and outside agencies. Establishes business and working relationships with a variety of Grantees and Stakeholders from parties, including federal, state, local government and private organizations.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>LICENCE:</b>  <b>NOTE:</b> Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain a certification as a Quality Control Inspector, issued by an agency accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Program Notice 14-4. Training is required to be successfully completed subsequent to advancement to the primary title, Program Specialist 1, Socio-Economic Programs.</p> <p><b>NOTE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
<b>FILING INSTRUCTIONS</b>			
Forward your cover letter, resume and application for employment** to: <b>Donna Wagner, Administrative Assistant 2 HIV, STD and TB Services Reference Posting #178-15 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363</b>		You can reply to this posting by emailing your cover letter, resume and application for employment to: <b>PSTHIVAIDS@doh.state.nj.us</b> * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">www.nj.gov/health/forms/dpf-663.pdf</a>	

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- ***The New Jersey Department of Health is an Equal Opportunity Employer.***